

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400, BOX 1000  
APO AE 09128-4209

DIRECTIVE  
NUMBER 25-14

25 March 1999

**SECURITY**

Personnel Security Program

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1. **Summary.**

a. Implements the requirements of DOD personnel security regulations contained in references a through g.

b. Prescribes responsibilities and establishes procedures for granting, denying, suspending or revoking personnel security clearances and special access authorizations.

2. **Applicability.** Applies to all U.S. military, civilian and DOD contractor employees assigned to or supported by HQ USEUCOM and its elements. Components (USAFE, USAREUR and CINUSNAVEUR) are authorized to publish their own directive or supplement to this directive.

3. **References.**

a. DOD 5200.2-R, Personnel Security Program.

b. DOD 5105.21.M-1, Sensitive Compartmented Information Administrative Security Manual.

c. USSAN Instruction 1-69, United States Implementation of NATO Security Procedures.

d. AR 380-67, Personnel Security Program.

e. OPNAVINST 5510.1H, Personnel and Information Security Program.

f. AFI 31-501, Personnel Security Program Management.

g. Director of Central Intelligence Directive (DCID) 1/14, Personnel Security Standards.

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This Directive supersedes ED 25-14, dated 21 May 93

#### 4. **Responsibilities.**

a. The HQ USEUCOM ECJ2 Security Support Office (ECJ2-SSO) will:

(1) Act as the sole HQ USEUCOM point of contact between all military service clearance authorities, the Office of Personnel Management (OPM) and other DOD and non-DOD security clearance activities on all matters relating to personnel security clearances, investigations, suspensions, revocations, and denials.

(2) Review and process requests for National Agency Checks (NAC), National Agency Checks with Written Inquires (NACI), Single Scope Background Investigations (SSBI) and Periodic Reinvestigations (PR).

(3) Provide forms necessary (upon request) to initiate a NAC, NACI, SSBI, or PR (see Appendix A).

(4) Provide Activity Security Managers with verification of clearance and access authorization.

(5) Conduct initial briefings, re-briefings, and debriefings for personnel requiring access to NATO classified information or Critical Nuclear Weapon Design Information (CNWDI).

b. Directorate/Field Element Security Managers will:

(1) Complete and submit applicable forms as required by Appendices A and B for newly assigned personnel prior to allowing access to classified information. Once written or verbal verification from ECJ2-SSO has been received, access to the authorized level may be granted.

(2) In specific cases, conduct initial briefings, re-briefings, and debriefings for personnel requiring access to NATO or Critical Nuclear Weapon Design Information (CNWDI). Completed briefing forms will then be forwarded to ECJ2-SSO.

(3) Provide the servicing Civilian Personnel Office with the sensitivity designation of each position to be filled by a civilian.

(4) Maintain a copy of HQ USEUCOM ECJ2-SSO Maintenance Form on each individual assigned.

(5) Ensure assigned personnel submit Periodic Reinvestigation (PR) requests in a timely manner, when directed by ECJ2-SSO.

## 5. Policies and Procedures.

a. Granting, Denying or Revoking of Personnel Security Clearances. Only the authorities designated in Paragraph A, Appendix F, of DOD 5200.2R are authorized to deny or revoke personnel security clearances.

(1) Issuing. When an investigation has been completed and a DOD issuing authority has made a determination of eligibility, ECJ2-SSO will notify the individual's security manager.

(2) Suspension of Access. Directors, Commanders and Security Assistance Organization (SAO) Chiefs, may take interim action to "**suspend**" an individual's access to classified information if information exists which raises serious questions as to the individual's ability or intent to protect classified information (see para 2-200 of reference a). Once a determination has been made to suspend access, the Director, Commander or SAO Chief will:

(a) Comply with the provisions of paragraph 8-201 of reference a, Unfavorable Administrative Action Procedure.

(b) Notify ECJ2-SSO of intent to suspend access. ECJ2-SSO will notify the appropriate Central Adjudicating Facility in accordance with references d through f.

(c) Suspension of access to Sensitive Compartmented Information (SCI) will be a joint decision between the persons listed in paragraph 5a(2) and the HQ USEUCOM SSO, acting on behalf of the Senior Intelligence Officer (SIO), the HQ USEUCOM Director of Intelligence (ECJ2). Director of Central Intelligence Directive (DCID) 1/14 will provide policy guidance in all such cases.

b. Clearances for contractor personnel are processed through their home facility to the Defense Industrial Security Clearance Office (DISCO). Upon completion and certification, the contractor's employer should notify ECJ2-SSO of the results. If indoctrination to SCI is required, ECJ2 requires a message requesting indoctrination assistance from the contractor's SSO or the government accredited SCI authority.

### c. Interim Clearance Approval- **Military** Personnel:

(1) An Interim Top Secret Clearance may be approved by ECJ2-SSO when:

(a) The individual has a completed favorable NAC, NACI, ENTNAC or DNACI.

(b) Favorable review of SF 86 submitted to ECJ2-SSO for a SSBI (see Appendix A).

(c) Favorable review of local personnel, post or base military police, medical and other security records as appropriate.

(d) The element Director or Chief of the SAO (0-5 or GS-13 or above), has certified in writing that a delay in granting Interim Top Secret access (pending favorable results of the Single Scope Background Investigation), would be harmful to national security.

(2) An Interim Secret Clearance may be approved by ECJ2-SSO if:

(a) Individual has submitted a SF 86, Questionnaire for National Security Positions, to ECJ2-SSO and no derogatory information was evident.

(b) Review of local personnel, post or base military police, medical and other security records as appropriate, is favorable.

(c) The Director, Commander or SAO Chief (0-5 or GS-13 and above) has certified in writing that a delay in granting Interim Secret access (pending favorable results of the National Agency Check) would be harmful to national security.

(d) Appropriate service specific forms are submitted to notify member's adjudication facility of interim access.

d. Interim Clearance Approval-**Civilian Personnel**.

(1) An Interim top Secret Clearance may be approved by ECJ-SSO when:

(a) Requirements in para 5c(1) have been met, and

(b) In an emergency, a critical-sensitive position may be occupied pending completion of the SSBI if the head of the requesting organization (0-6 or GS-15 or above) finds that the delay in appointment would be harmful to the national security and such finding is reduced to writing and made a part of the record in the Official Personnel File. The emergency finding will include a statement why a delay pending completion of the required investigation will be harmful to national interest. In such instances, the position may be filled only when the NAC portion of the investigation or a previous valid NAC, NACI or ENTNAC has been completed and there has been no break in service in excess of 24 months.

(2) An interim secret clearance may be approved for civilian employees by ECJ2-SSO when:

(a) The request for the NACI has been submitted to the Office of Personnel Management.

(b) Local files, described in 5.c(1)(c) above are favorable.

(c) The head of the requesting organization (O-6 or GS-15 or above) certifies that the

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delay in appointment would be harmful to national security and such finding is reduced to writing.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

MICHAEL A. CANAVAN  
Lieutenant General, USA  
Chief of Staff

SUSAN M. MEYER  
LTC, USA  
Adjutant General

Appendix A – Security Clearance Processing and Verification

Distribution:  
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## Appendix A

### Security Clearance Processing and Verification

1. Top Secret Clearance Processing. The following documents are needed to process a Top Secret Clearance for Military and DOD Civilian Personnel:

a. DD Form 1879, Request for Personnel Security Investigation (individual completes block 7 a-g and supervisor completes block 20. For field elements not located on Patch Barracks, in addition to the above, the security manager completes block 10 items 2 and 4).

b. Electronic Personnel Security Questionnaire (EPSQ) using SF 86, Questionnaire for National Security Position (one original, plus 5 copies).

c. FD 258, Finger Print Card (two originals).

d. **MARRIED PERSONS, PERSONS CO-HABITATING and PERSONS with RELATIVES WHO ARE NOT U.S. CITIZENS** must complete an additional SF 86 (blocks 1-4 and 13-15) on the dependent, cohabitant or non-U.S. relative.

e. Local record checks conducted by ECJ2-SSO of personnel, medical and security files, as appropriate.

2. Secret Clearance Processing.

a. The following documents are needed to process a Secret Clearance for Military Personnel:

(1) EPSQ using SF 86, Questionnaire for National Security Position (one original).

(2) FD 258, Finger Print Card (one original).

(3) Local record checks conducted by ECJ2-SSO of personnel, medical and security files, as appropriate.

b. The following documents are needed to process a Secret Clearance for DOD Civilian Personnel:

(1) EPSQ SF 86, Questionnaire for National Security Positions.

(2) SF 87, Finger Print Card (two originals).

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**Appendix A**

**Security Clearance Processing and Verification  
(continued)**

(3) Copy of Resume and job description.

(4) OF 306, Declaration for Federal Employment.

3. Clearance Verification and In-Processing. Security Managers are required to submit a USEUCOM Form 25-14R, Request for Personnel Security Action, on all arriving personnel or personnel requiring a change in their security clearance status. Additionally, the following forms, obtained from the individual's service record, may be presented to ECJ2-SSO as verification of investigation; however, clearance eligibility will still be verified through the servicing clearance facility.

(a) Department of the Army (DA) Form 873, Certificate of Clearance and/or Security Determination.

(b) Department of the Navy Central Adjudication Facility (DONCAF) Clearance Eligibility Message or OPNAV Form 5520/20.



**FOR OFFICIAL USE ONLY**  
**(When completed - Contains Privacy Act Data)**

**Request for Personnel Security Access**

Date:

Security Manager:

Phone #:

1.

a. Name: (LAST, First, MI)

b. SSN:

c. Rank/Rate:

d. Branch of Service:

e. Date of Birth:

f. Place of Birth:

g. Directorate: i.e. J1,J2,J3

h. Work Number:

i. Arrival Date (Day,Month,Yr)

j. DEROS: (Day,Month,Yr)

II.

Circle as Required

a. Access required for job:

Secret

b. Type of SCI

SI/

c. NATO required

YES

d. Status

e. All immediate family U.S:

Yes

SSO USE ONLY

**REMARKS:**

EU FORM 25-14R (2 Feb 99)

Supersedes HQ USEUCOM Form 28r 17 OCT 98